

Team Intolerance: Instructor meeting minutes

September 15, 2016

4:45 PM Senior Design Suite

Attendance: All team members and Dr. Odom

Recorder: Charles Krueger

New Business:

-Meeting with Wagstaff: Odom has talked to Jeff Smutney at Wagstaff and has given us a couple week buffer to learn and get up to speed on the terminology so that we can have a meaningful discussion.

-Using stack soft. Odom plans to store books and material on shelf outside office.

-Purpose of project: Have to talk to Wagstaff to attain specifics. Retrofitting hydropower dams and other large equipment. Looking at parts that may or may not have original blueprints and try to understand why the part is the way it is. Parts could potentially be worn or at one end of the tolerance if we don't have blueprints we don't know. Potentially coming up with a process to measure tolerances of older equipment. Turnover occurring in the industry need to find a way to maintain or rebuild the knowledge base.

-Alex Olson, team mentor, knows how to use coordinate measuring machine 3D laser scanner. Inspection sheet for block project. Potentially build new blocks. Need to become competent with terminology to be able to have conversations with client.

-Budget: wait till first client interview.

-Odom wants us to stay on top of the class deliverables.

-Group email: send a reminder email to Dr. Odom for creating team email.

-Meeting times: Switching instructor meeting to 3:00 PM Thursdays. Team meeting potentially on Mondays at 2:30PM in Senior Design Suite.

Schweitzer uses SolidWorks to check tolerances of some of their builds. Dr. Odom will be setting up a meeting time with them so we can learn how they do that.

To do:

Email Dr. Odom for client contact information and reminder about creating team email. (Charles Krueger)

Finalize team contract and sign. Will be emailed to everybody to review. Will be finalized on Monday. Charles will email it out.

Everybody research client. (Everybody)

Intolerables Team Meeting | MINUTES

Meeting date | Time 9/26/2016 2:30 PM | Meeting location Senior Design Suite

Meeting called by	Regularly Scheduled	Attendees
Type of meeting	Regular Team Meeting	Charles K.
Facilitator	Charles K.	Ken S.
Note taker	Ken S.	Drew T.
Timekeeper	N/A	Alex G.

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Block Project | Presenter Drew T.

Discussion: What is the block project? What are ways that we can improve on the block project?

Action items	Person responsible	Deadline
How can we make improvements to the block project?	Drew T.	9/29/2016

Time allotted | 10 Min | Agenda topic Stacksoft | Presenter Charles K.

Progress on using software to be able to present deliverable to client during face to face

Action items	Person responsible	Deadline
Read and understand manual	All	10/3/2016
Familiarization with software	All	10/3/2016

Time allotted | 10 Min | Agenda topic Client Interview | Presenter Charles K.

We currently do not have complete contact info for client

We need to have content for face to face meeting

Action items	Person responsible	Deadline
Gain client contact info	Dr. Odom	9/27/2016
Set client interview	Charles K.	9/30/2016
5 Questions for client interview	All	10/3/2016

Intolerables Client Interview | MINUTES

Meeting date | Time 10/4/2016 9:30 AM | Meeting location *thinkTank*

Meeting called by	Dr. Odom	Attendees:	
Type of meeting	Client Interview	Charles K.	Dr. Odom
Facilitator	Charles K.	Ken S.	Jeff Smutny
Note taker	Ken S.	Drew T.	Alex G.

AGENDA TOPICS

Time allotted | 5 Min | Agenda topic *Introductions* | Presenter *N/A*

Introduction of team members to Jeff and vice – a – verse

Time allotted | 10 Min | Agenda topic *Introduction to Wagstaff* | Presenter *Jeff Smutny*

Material presented by Jeff – video of what Wagstaff does as well as handouts

Action items	Person responsible	Deadline
Review Material	All	10/6/2016

Time allotted | 20 Min | Agenda topic *Client Interview* | Presenter *Team*

Questions presented to Jeff for Q/A session

Action items	Person responsible	Deadline
Project Schedule	Team	10/13/2016
Tour Schedule	Charles K.	10/11/2016

Time allotted | 10 Min | Agenda topic *Stacksoft Demo* | Presenter *Ken S.*

Demonstrated simple process in stacksoft regarding the gearbox tutorial in the workbook

Jeff thinks this could be a very useful tool in our arsenal

Action items	Person responsible	Deadline
More stacksoft training	Team	N/A

Intolerables Team Meeting | MINUTES

Meeting date Time 10/6/2016 3:00 PM Meeting location GJ 108a		
Meeting called by	Team	Attendees:
Type of meeting	Mentor Meeting	Charles K.
Facilitator	Charles K.	Ken S. Alex Olson
Note taker	Ken S.	Drew T.
Timekeeper	N/A	Alex G.

AGENDA TOPICS

Time allotted | 5 Min | Agenda topic Introductions | Presenter N/A

Introduction of team members to Alex

Time allotted | 10 Min | Agenda topic Client interview update | Presenter Team

Discussed client interview and updated Alex on new material and expectations and discussed plan of attack regarding deliverables.

Time allotted | 10 Min | Agenda topic CMM Training | Presenter Team

Training on the Coordinate Measuring Machine will likely be a tool of great use for our team during the course of this project. A date was discussed on when everyone would be able to attend the training.

Action items	Person responsible	Deadline
CMM Training	Team	10/7/2016

Time allotted | 10 Min | Agenda topic 3D Scanner Training | Presenter Team

The 3D scanner will no doubt be a tool of immeasurable value to the team going forward and a time for training was discussed but due to scheduling constraints at the time, a time for training was not made.

Action items	Person responsible	Deadline
Discuss schedule for 3D scanner training in next meeting	Team	10/13/2016

Time allotted | 10 Min | Agenda topic Snapshot Deliverables | Presenter Team

What we planned on having ready for snapshot day #1 was discussed. It was determined that we would follow the prescribed outline on the mindworks site. We sub-tasked each item out.

Action items	Person responsible	Deadline
3D model of Wicketgate	Drew T.	10/11/2016
Project Description	Charles K.	10/11/2016
Stacksoft Example	Ken S.	10/11/2016
Problem Statement	Alex G.	10/11/2016

Intolerables Team Meeting | MINUTES

Meeting date | Time 10/13/2016 3:00 AM | Meeting location GJ 108a

Meeting called by	Team	Attendees:
Type of meeting	Client Interview	Charles K. Alex Olson
Facilitator	Charles K.	Ken S.
Note taker	Ken S.	Drew T.
Timekeeper	N/A	Alex G.

AGENDA TOPICS

Time allotted | 5 Min | Agenda topic 3D Scanner Training | Presenter Alex O.

Determined time and place to conduct additional training on the 3D scanner so that we may use the scanner when we obtain a wicket gate and other pieces.

We will need to figure out how to create workable models from scans.

Time allotted | 10 Min | Agenda topic GD&T Workbooks | Presenter Charles

We have obtained a second workbook for our further learning. We will work on the books and continue in our learning process.

Action items	Person responsible	Deadline
Get together in teams at least once per week in order to work on workbooks	All	TBD

Time allotted | 10 Min | Agenda topic Logbook Review | Presenter Team

We presented our log books to the team for peer review and to conduct an evaluation for turn in to Dr Odom.

Action items	Person responsible	Deadline
Continue to make Logbook entries based on Team member comments	Team	10/13/2016

Time allotted | 10 Min | Agenda topic Wagstaff Tour | Presenter Team

We will discuss next week on what the plans are for the tour and the goals we have for the tour and the arrangements for travel.

Action items	Person responsible	Deadline
Determine agenda additional for Tour	Team	N/A
Avista Tour is scheduled for 10/28/2016	Team	N/A

Intolerables Team Meeting | MINUTES

Meeting date | Time 10/20/2016 3:00 PM | Meeting location GJ 108a

Meeting called by	Team	Attendees:
Type of meeting	Regularly Scheduled	Charles K.
Facilitator	Charles K.	Ken S.
Note taker	Ken S.	Drew T.
Timekeeper	N/A	Alex G.

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Wikipage | Presenter Drew Thompson

Need photographs of individuals and Team

Drew will take lead on wikipage

Action items	Person responsible	Deadline
Send photographs to Drew T.	Team	10/27/2016

Time allotted | 5 Min | Agenda topic Safety Training | Presenter Ken S.

No additional safety training is required at this time b/c everybody is already shop trained

Time allotted | 10 Min | Agenda topic Wagstaff Tour | Presenter Team

Tour of Wagstaff is on 10-08-2016. Show time is 7:15 AM in the Steam Plant parking lot.

Business casual dress is expected

Action items	Person responsible	Deadline
Business Casual Dress	Team	10/21/2016

Time allotted | 10 Min | Agenda topic Elevator Pitch Comp | Presenter Ken S.

Need to contact Dr. Odom regarding requirement of attending and participating in the pitch.

Action items

Person responsible

Deadline

Contact Dr. Odom about Pitch

Charles K.

11/3/2016

Sign up if required

Charles K.

11/4/2016

Intolerables Team Meeting | MINUTES

Meeting date | Time 10/27/2016 3:00 PM | Meeting location GJ 108a

Meeting called by	Team	Attendees:	
Type of meeting	Regularly Scheduled	Charles K.	Dr. Odom
Facilitator	Charles K.	Ken S.	Alex Olsen
Note taker	Ken S.	Drew T.	
Timekeeper	N/A	Alex G.	

AGENDA TOPICS

Time allotted | 15 Min | Agenda topic Little Falls Dam Tour | Presenter Dr. Odom

We will be attending a tour at the little Falls Dam. Show time is 7:00 AM at the Steam Plant parking lot.

Action items	Person responsible	Deadline
Work boots	Team	10/28/2016
Show up at 7AM	Team	10/28/2016

Time allotted | 10 Min | Agenda topic Geomagic | Presenter Ken S.

Ken and Alex O. will begin working with Geomagic to attempt to model engine parts. Other team members should familiarize themselves with the program as well.

Action items	Person responsible	Deadline
Model Part using Geomagic	Ken S.	11/3/2016

Time allotted | 10 Min | Agenda topic Wicket Gate Plans | Presenter Team

- We will need to obtain plans for a wicket gate and assembly to begin modeling in SW.
- We can use scanner and geomagic to model some parts for assemblies

Action items	Person responsible	Deadline
Engineering drawings for parts	Dr. Odom	10/28/2016
Wicket gate	Dr. Odom	11/29/2016

Intolerables Team Meeting | MINUTES

Meeting date | Time 11/3/2016 3:00 PM

| Meeting location GJ 108a

Meeting called by Team
Type of meeting Regularly Scheduled
Facilitator Charles K.
Note taker Ken S.
Timekeeper N/A

Attendees:

Charles K. Dr. Odom
Ken S.
Drew T.
Alex G.

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Additional Drawings

| Presenter Charles K.

A list of additional drawings that are referenced from current drawing package was started and will be updated as team continues to analyze drawings and model parts

Action items

Person responsible

Deadline

List	Team	11/10/2016
Email Jeff with list	Charles	11/10/2016

Time allotted | 10 Min | Agenda topic Manufacturing Plan

| Presenter Dr. Odom

Team will need to start thinking about a manufacturing plan for scale model deliverable while completing the solid modeling and analyzing the drawing package.

Action items

Person responsible

Deadline

Prepare manufacturing plan	TBD	1/19/2017
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Time allotted | 10 Min | Agenda topic Modeling of Parts

| Presenter Team

Models of parts that are detailed in drawing package will be started and analyzed. The plan is to be able to create a 3D model of all the parts and create an assembly to show operation. From models and drawings parts will be manufactured to create a scale model.

Action items

Person responsible

Deadline

Model Parts	Team	12/9/2016
Account for time spend on analyzing drawing package	Team	11/10/2016

Intolerables Team Meeting | MINUTES

Meeting date | Time 11/10/2016 3:00 PM

| Meeting location GJ 108a

Meeting called by Team
Type of meeting Regularly Scheduled
Facilitator Charles K.
Note taker Ken S.
Timekeeper N/A

Attendees:
Charles K. Dr. Odom
Ken S.
Alex G.
Drew T. out sick

AGENDA TOPICS

Time allotted | 20 Min | Agenda topic Logbook Check

| Presenter Dr. Odom

Logbooks were checked and analyzed by Dr. Odom

Time allotted | 10 Min | Agenda topic Logbook Feedback

| Presenter Dr. Odom

Immediate feedback was given for logbook entries with notes for areas of improvement

Time allotted | 10 Min | Agenda topic Modeling of Dam Parts

| Presenter Team

Update on tasks for solid modeling of parts.

Action items

Person responsible

Deadline

Continue to model parts

Team

12/2/2016

Have renders for snapshot day #2

Team

12/2/2016

Time allotted | 10 Min | Agenda topic Design Review

| Presenter Team

Team needs to prepare to give a design review and to attend two additional design reviews

Action items

Person responsible

Deadline

Discuss w/ Jeff regarding time for Design Review

Charles K.

11/11/2016

Give Design Review

Charles K.

11/14/2016

Attend two other teams' Design Review

Team

11/18/2016

Intolerables Team Meeting | MINUTES

Meeting date | Time 11/17/2016 3:00 PM | Meeting location GJ 108a

Meeting called by	Team	Attendees:
Type of meeting	Regularly Scheduled	Charles K. Dr. Odom
Facilitator	Charles K.	Ken S.
Note taker	Ken S.	Drew T.
Timekeeper	N/A	Alex G.

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Team Member Citizenship | Presenter Charles K.

Citizenship forms handed out and process for filling out form was gone over so team was prepared to fill out forms

Action items	Person responsible	Deadline
Citizenship Forms	Team	12/1/2016

Time allotted | 10 Min | Agenda topic Drawing Packages | Presenter N/A

We will be emailing Jeff to get additional drawings that have been referenced in other drawings.

Modeling will continue with current drawings and will be expanded when new drawings are obtained.

Action items	Person responsible	Deadline
Emails to Jeff	Charles K.	11/18/2016
Model New Drawings	Team	12/2/2016

Time allotted | 10 Min | Agenda topic Snapshot Day #2 | Presenter Team

Snapshot day #2 will be on 02 Dec 2016, team will need to think about what to prepare for presentation

Action items	Person responsible	Deadline
Preparation	Team	12/2/2016

Intolerables Team Meeting | MINUTES

Meeting date | Time 12/1/2016 3:00 PM

| Meeting location GJ 108a

Meeting called by Team
Type of meeting Regularly Scheduled
Facilitator Charles K.
Note taker Ken S.
Timekeeper N/A

Attendees:

Charles K. Dr. Odom
Ken S. Alex Olsen
Drew T.
Alex G.

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Snapshot Day #2

| Presenter Team

Create posterboard for snapshot day #2

Action items	Person responsible	Deadline
Renders of modeled parts	Team	12/2/2016
Math Model	Alex O.	12/2/2016
Write ups for project learning	Team	12/9/2016

Time allotted | 10 Min | Agenda topic Part Development

| Presenter Team

New Drawings have been obtained. More part drawings still need downloaded and categorized. Parts need to be modeled and have a manufacturing plan for scale model build

Action items	Person responsible	Deadline
Drawings	Ken S.	12/2/2016

Time allotted | 10 Min | Agenda topic Going Forward

| Presenter Team

More thought into the manufacturing plan is needed before the beginning of next semester

Portfolio needs to be updated before the end of this semester

Wikipage needs updated and critiqued

Action items	Person responsible	Deadline
Preparation for manufacturing	Team	1/19/2017
Portfolio	Alex O.	12/9/2016
Wikipage	Drew T.	12/9/2016

Intolerables Team Meeting | MINUTES

Meeting date | Time 1/26/2017 2:00 PM | Meeting location Outside Dr. Odom's office

Meeting called by	Team	Attendees:	
Type of meeting	Regularly Scheduled	Charles K.	Dr. Odom
Facilitator	Charles K.	Ken S.	Alex Olsen
Note taker	Ken S.	Drew T.	
Timekeeper	N/A	Alex G.	

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Semester Plan | Presenter Dr. Odom

Notes:

- Update on Client's expectations of deliverables – expecting a model of a turbine for desktop
- Have parts and assembly completed in SW by mid Feb for scaling and modification by spring break
- Have table model ready for Expo

Action items	Person responsible	Deadline
Model all Parts needed for Assembly	Team	2/10/2017
Scale Parts and Assembly and Modify for Manufacture	Team	3/10/2017
Manufacture Parts and assemble	Team	04/28/2017

Time allotted | 10 Min | Agenda topic Manufacture Plan | Presenter Dr. Odom

Notes:

- Wicket gates will be hard to manufacture as single part – make plan to build in multiple pieces

Action items	Person responsible	Deadline
Wicket Gate revision	Team	3/9/2017

Intolerables Team Meeting | MINUTES

Meeting date | Time 2/2/2017 2:00 PM | Meeting location Outside Dr Odom's office

Meeting called by	Team	Attendees:	
Type of meeting	Regularly Scheduled	Charles K.	Dr. Odom
Facilitator	Charles K.	Ken S.	Alex Olsen
Note taker	Ken S.	Drew T.	
Timekeeper	N/A	Alex G.	

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Parts Update | Presenter N/A

Check on progress of modeling parts.

Action items	Person responsible	Deadline
Charles – Wicket Gates	Charles	2/16/2017
Drew – Scroll Case (Eye malady update)	Drew	2/16/2017
Alex – runner assembly	Alex	2/16/2017
Ken – Head cover and actuator arm for wicket gates	Ken	2/16/2017

Time allotted | 10 Min | Agenda topic Additional Parts | Presenter N/A

Need to finish up all parts required for assembly to start on assembly of model. This will help to identify problems ahead of assembly

Action items	Person responsible	Deadline
Additional parts list	Team	2/16/2017

Time allotted | 10 Min | Agenda topic Assembly | Presenter Team

Start on assembly of model

Action items	Person responsible	Deadline
Get team together for assembly of parts	Team	2/23/2017
Identify additional parts	Team	2/23/2017

Intolerables Team Meeting | MINUTES

Meeting date | Time 3/9/2017 2:00 PM | Meeting location Outside Dr. Odom's office

Meeting called by	Team	Attendees:
Type of meeting	Regularly Scheduled	Charles K. Dr. Odom
Facilitator	Charles K.	Ken S. Alex Olsen
Note taker	Ken S.	Drew T.
Timekeeper	N/A	Alex G.

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Final Details in Assembly | Presenter Dr. Odom

Notes:

- Have bugs fixed in SW assembly to show operation concept and design intent

Action items	Person responsible	Deadline
Fix mate bugs in assembly	Alex G.	3/20/2017
Scale Parts and Assembly and Modify for Manufacture	Ken S.	3/24/2017

Time allotted | 10 Min | Agenda topic Manufacture Plan | Presenter Dr. Odom

Notes:

- Vacuum Former for scroll case out of Lexan needs to be built
- Parts for assembly need to be machined or printed
- Wicket gate bodies can be made quickly out of wood – need idea for stems

Action items	Person responsible	Deadline
Vacuum Former	Alex G.	3/20/2017
Parts Manufacture	Team	4/14/2017

Intolerables Team Meeting | MINUTES

Meeting date | Time 3/23/2017 2:00 PM | Meeting location Outside Dr. Odom's office

Meeting called by	Team	Attendees:	
Type of meeting	Regularly Scheduled	Charles K.	Dr. Odom
Facilitator	Charles K.	Ken S.	Alex Olsen
Note taker	Ken S.	Drew T.	
Timekeeper	N/A	Alex G.	

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Lecture Notes | Presenter Ken S.

Notes:

- Wiki Review on 28 March 2017
- Take away from Snapshot
- Design Report Due End of Semester
- Innovation Showcase

Action items	Person responsible	Deadline
Wiki Review	Drew T.	3/28/2017
Design Review	Team	5/5/2017

Time allotted | 10 Min | Agenda topic Parts Revision | Presenter Dr. Odom

Notes:

- Parts need to be scaled and put into assembly to define inconsistencies and make modifications
- Wicket Gate needs to be modified to fit constraints of model and ease of manufacture

Action items	Person responsible	Deadline
Scale Parts and create assembly	Ken S.	3/27/2017
Wicket Gate Modification	Ken S.	3/27/2017
Wicket Gate Stems	Drew T.	3/29/2017
Plane wood into wicket gate profile	Dr. Odom	3/31/2017

Time allotted | 10 Min | Agenda topic Purchase Parts | Presenter Ken S.

Notes:

- Parts need to be scaled and put into assembly to define inconsistencies and make modifications
- Wicket Gate needs to be modified to fit constraints of model and ease of manufacture

Action items	Person responsible	Deadline
Vacuum Former Materials for molds etc	Alex G.	3/24/2017
Materials for Printing	Alex G.	3/24/2017
Materials for head cover	Ken S.	3/24/2017

Action items

Person responsible

Deadline

Materials for Stay Ring

Charles K.

3/24/2017

Intolerables Team Meeting | MINUTES

Meeting date | Time 4/6/2017 2:00 PM | Meeting location Outside Dr. Odom's office

Meeting called by	Team	Attendees:
Type of meeting	Regularly Scheduled	Charles K. Dr. Odom
Facilitator	Charles K.	Ken S. Alex Olsen
Note taker	Ken S.	Drew T.
Timekeeper	N/A	Alex G.

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Wicket Gate Manufacture | Presenter Ken S.

Notes:

- Ideas for the wicket gate parts presented – stems out of steel or ?

Action items	Person responsible	Deadline
Manufacture stems	Drew T.	4/14/2017
Manufacture Wicket Gates from profile stock	Ken S.	4/21/2017

Time allotted | 10 Min | Agenda topic Parts Manufacture | Presenter Dr. Odom

Notes:

- All parts needed for desktop model need to be manufactured for Design Expo and Technical Presentation
- Some parts of Wood, Printing Plastic, Aluminum
- Minimize Printing parts due to impreciseness

Action items	Person responsible	Deadline
Head Cover	Ken S.	4/21/2017
Runner	Alex G.	Complete
Stay Ring	Charles K.	4/21/2017
Wicket Gates	Ken S.	4/21/2017
Bearing Housing	Ken S. Alex G.	4/21/2017
Turbine Shaft / Center Bearing	Alex G.	4/21/2017

Time allotted | 10 Min | Agenda topic Expo Stuff | Presenter Ken S.

Notes:

- Expo Registration is required to participate
- Poster for Expo
- Technical Presentation
- What do we want to have for viewing at Expo

Action items	Person responsible	Deadline
Registration	Team	4/7/2017

Action items	Person responsible	Deadline
Poster	Drew T. Charles K.	4/24/2017
Technical Presentation @ Wagstaff	Team	5/5/2017
Model	Team	4/28/2017

Time allotted | 10 Min | Agenda topic *Purchase Materials* | Presenter *Ken S.*

Notes:

- Additional materials need to be identified for manufacture of parts

Action items	Person responsible	Deadline
Order Printing Material	Ken S.	4/7/2017
Order Aluminum	Ken S.	4/7/2017
Order Bearing	Ken S.	4/7/2017
Order Acrylic	Ken S.	4/7/2017

Intolerables Team Meeting | MINUTES

Meeting date | Time 4/13/2017 2:00 PM | Meeting location Outside Dr. Odom's office

Meeting called by	Team	Attendees:
Type of meeting	Regularly Scheduled	Charles K. Dr. Odom
Facilitator	Charles K.	Ken S. Alex Olsen
Note taker	Ken S.	Drew T.
Timekeeper	N/A	Alex G.

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Parts and Assembly Progress | Presenter Team

Notes:

- All parts needed for desktop model need to be manufactured for Design Expo and Technical Presentation
- Some parts of Wood, Printing Plastic, Aluminum
- Minimize Printing parts due to impreciseness

Action items	Person responsible	Deadline
Head Cover	Ken S.	Complete
Runner	Alex G.	Complete
Stay Ring	Charles K.	4/21/2017
Wicket Gates	Ken S.	4/21/2017
Bearing Housing	Ken S. Alex G.	4/21/2017
Turbine Shaft / Center Bearing	Alex G.	Complete

Time allotted | 10 Min | Agenda topic Expo Expectations | Presenter Ken S.

Notes:

- Booth Setup evening before and morning of
- Deans Reception
- Client Dinner
- Talking Points

Action items	Person responsible	Deadline
Booth Setup	Alex G. Ken S.	4/28/2017
Deans Reception	Team	4/27/2017
Client Dinner	Charles K.	4/27/2017
Talking Points	Team	4/27/2017

Intolerables Team Meeting | MINUTES

Meeting date | Time 4/20/2017 2:00 PM | Meeting location Outside Dr. Odom's office

Meeting called by	Team	Attendees:	
Type of meeting	Regularly Scheduled	Charles K.	Dr. Odom
Facilitator	Charles K.	Ken S.	Alex Olsen
Note taker	Ken S.	Drew T.	
Timekeeper	N/A	Alex G.	

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Expo | Presenter Team

Notes:

- Last minute completion of parts and assembly and tune up

Action items	Person responsible	Deadline
Finish Manufacture of all parts	Ken S. Alex G.	4/26/2017
Complete Assembly	Ken S. Alex G.	4/26/2017

Time allotted | 10 Min | Agenda topic Machining Progress | Presenter Dr. Odom

Notes:

- All parts needed for desktop model need to be manufactured for Design Expo and Technical Presentation
- Some parts of Wood, Printing Plastic, Aluminum
- Minimize Printing parts due to impreciseness

Action items	Person responsible	Deadline
Head Cover	Ken S.	Complete
Runner	Alex G.	Complete
Stay Ring	Alex G.	Complete
Wicket Gates	Ken S.	4/26/2017
Bearing Housing	Ken S. Alex G.	Complete
Turbine Shaft / Center Bearing	Alex G.	Complete

Time allotted | 10 Min | Agenda topic Technical Presentation | Presenter Ken S.

Notes:

- A technical presentation of about 15 min is required for the class grade
- Team has opted to go for a presentation to the client

Action items	Person responsible	Deadline
Presentation	Team	5/4/2017
Portfolio	Team	5/4/2017
Wiki Page	Drew T.	5/4/2017

Action items

Person responsible

Deadline

Machining Parts Project Learning

Alex G. Ken S.

5/4/2017

Time allotted | 10 Min | Agenda topic Poster

| Presenter Ken S.

Notes:

- A poster is a great supporting document for Expo and can be hung up in the halls of GJ after the semester
- 30x40 size can be submitted to the print center for 2 day turn around

Action items

Person responsible

Deadline

Poster Design

Drew T. Charles K

4/24/2017

Poster Review

Team + Dr. Odom

4/25/2017

Poster Purchase

Charles K.

4/25/2017

Intolerables Team Meeting | MINUTES

Meeting date | Time 4/27/2017 2:00 PM | Meeting location Outside Dr. Odom's office

Meeting called by	Team	Attendees:	
Type of meeting	Regularly Scheduled	Charles K.	Dr. Odom
Facilitator	Charles K.	Ken S.	Alex Olsen
Note taker	Ken S.	Drew T.	
Timekeeper	N/A	Alex G.	

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Expo | Presenter Team

Notes:

- Last minute completion of parts and assembly and tune up

Action items	Person responsible	Deadline
Finish Manufacture of all parts	Ken S. Alex G.	4/26/2017
Complete Assembly	Ken S. Alex G.	4/26/2017

Time allotted | 10 Min | Agenda topic Machining Progress | Presenter Dr. Odom

Notes:

- All parts needed for desktop model need to be manufactured for Design Expo and Technical Presentation
- Some parts of Wood, Printing Plastic, Aluminum
- Minimize Printing parts due to impreciseness

Action items	Person responsible	Deadline
Head Cover	Ken S.	Complete
Runner	Alex G.	Complete
Stay Ring	Alex G.	Complete
Wicket Gates	Ken S.	Complete
Bearing Housing	Ken S. Alex G.	Complete
Turbine Shaft / Center Bearing	Alex G.	Complete
Assembly	Team	Complete

Time allotted | 10 Min | Agenda topic Booth | Presenter Ken S.

Notes:

- Setup booth either night before (tonight) or morning of

Action items	Person responsible	Deadline
Booth Setup	Team	4/27/2017
Exop	Team	4/27/2017

Intolerables Team Meeting | MINUTES

Meeting date | Time 5/2/2017 2:00 PM | Meeting location Outside Dr. Odom's office

Meeting called by	Team	Attendees:
Type of meeting	Regularly Scheduled	Charles K. Dr. Odom
Facilitator	Charles K.	Ken S. Alex Olsen
Note taker	Ken S.	Drew T.
Timekeeper	N/A	Alex G.

AGENDA TOPICS

Time allotted | 10 Min | Agenda topic Technical Presentation | Presenter Team

Notes:

- We need to get everything ready for the presentation and also for turn in for grade

Action items	Person responsible	Deadline
Project Learning	Ken S. Alex G.	5/4/2017
Write Up	Team	5/4/2017
Drawing Package	Drew T. Charles K.	5/4/2017
Update Minutes and Agendas for meetings	Ken S.	5/4/2017

Time allotted | 10 Min | Agenda topic Logbook Turn in | Presenter Team

Notes:

- Logbooks will need to be turned in for final grading

Action items	Person responsible	Deadline
Final Turn in	Team	5/4/2017

Time allotted | 10 Min | Agenda topic Deliverables | Presenter Team

Notes:

- Final Turn in of deliverables for grading

Action items	Person responsible	Deadline
Model	Team	5/4/2017
Tech Presentation	Team	5/4/2017
Final Report	Team	5/4/2017
